

# Arizona State Parks

## Southern Regional Operations Manager







## Arizona State Parks

*Committed to growing the economy, building a better workforce and improving education by practicing sound financial management practices, retaining the State's finest in resource, recreation and cultural management and nurturing exploration among all generations of Arizonans.*

**We are an agency that values using interdisciplinary and interagency work groups to problem solve and face challenges through innovation and collaboration.**

We are positioning Arizona State Parks to become a leader in recreation management by demonstrating excellence in long-range planning, resource management and agency recognition. In order to achieve this goal, Arizona State Parks is dedicated to addressing the needs of those it serves through the collective energies of citizens, staff and elected officials.

Innovation is a key element to addressing Arizona's needs. Innovation will come in the form of hiring, training and retaining a dynamic workforce, allowing access to landscapes and recreational experiences that were previously closed to the public and acknowledging citizen sacrifices that protect our environment, families and friends. Partnerships and recognizing Arizona State Parks value is also an integral to our success. We will build upon and

recognize the work and dedication of the past while leading, creating and continually improving for the future.







## Growing the Economy

Arizona State Parks boosts Arizona's economy by attracting visitors to communities throughout Arizona, producing a statewide economic impact of \$226 million.

Arizona State Parks protects and preserves 31 State Parks and Natural Areas. Eight are in the top twenty-five most visited natural attractions in Arizona.



The mission of Arizona State Parks is to managing and conserving Arizona's natural, cultural and recreational resources for the benefit of the people both in our parks and through our partners.

Arizona State Parks is an agency of resource protection, reform and innovation. Utilizing more than 2,000 volunteers in the parks, the agency functions as one of Arizona's premiere tourism economic engines. Our partnerships with local communities and volunteer groups serve as a nationwide example of managing State Parks while drawing thousands of visitors to these rural communities.

### Arizona State Parks at a glance:

- 64,000 acres of land
- 1,861 campsites✓
- 28 cabins
- 81 trails
- 12 fishing lakes
- 11 boating lakes
- 8 historic parks
- 1 lodge





### Position Overview

## Southern Regional Operations Manager

Salary: \$43,200 to \$77,400

Benson, Arizona

### DESCRIPTION OF DUTIES

The Region Operations Manager is responsible for the safe, efficient and effective operations of State Parks, significant historic, recreational, cultural and educational parks located within a large geographic area the state. This position manages and supervises park managers directly and their employees indirectly. The Region Operations Manager assists each park manager in the development and annual updating of a comprehensive park operating plan, and ensures the agency quality and safety standards are upheld in the parks. Additionally, the Region Operations Manager supports the Region Operations park staff in the coordination of special events, oversees and monitors park development and construction projects, reinforces Federal and State laws and regulations, and ensures adherence to Agency policies and procedures. The Region Operations Manager serves as the chief liaison between the Region Operations parks and the State Parks Central Office in Phoenix, and responsible for the implementation of directives from the Chief of Operations. Also, this position is directly responsible for maintaining sound procedures pertaining to procurement, purchasing, special use permits, revenue collection, and expenditures from allocated funding sources. The Region Operations Manager works closely with park managers to ensure the delivery of a high level of visitor services at the parks, and also ascertains that park staff and volunteers are working in a safe, positive, and engaging work environment. This position regularly disseminates information, coordinates projects and activities, determines park needs and priorities, deals with staffing needs and requirements, and serves as a public Agency representative to the local communities in the vicinities of parks.

### KNOWLEDGE, SKILLS AND ABILITIES

- Superior working knowledge of park operating systems, quality standards, visitor safety and employee safety standards;
- Natural resource conservation principles;
- Archaeological, cultural and historic resource preservation principles and management practices;
- Structure and park facility maintenance and repair;
- ADA regulations and standards;
- Park rules compliance and law enforcement procedures and training requirements;
- Human resources procedures and current rules, including ADOA policies and procedures;
- Employee performance planning and evaluation;
- State Procurement Code, applicable purchasing rules, regulations, and policies and
- Strategic planning principles pertaining to Agency's mission and vision.
- Principles of park planning, operations, and management practices;



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### BENEFITS

The State of Arizona provides an excellent comprehensive benefits package:

- Up to 21 days vacation
- 12 sick days with accumulation benefits
- 10 paid holidays
- Participation in the state retirement system
- Deferred Compensation
- Superior health care options
- Insurance benefits for new state employees
- Vision care, dental care, pharmacy benefits, and flexible spending account (options available)
- Life, long-term disability, and short-term disability insurance options are available
- Discounted auto and/or home insurance
- Employee Assistance Program
- Wellness Program

#### LOCATION

Kartchner Caverns State Park  
2980 Route South 90  
Benson, AZ 85602

### KNOWLEDGE, SKILLS AND ABILITIES (cont.)

- Fiscal procedure, economics, and public budgeting processes;
- Management of allocated human resources, team-building, and supervisory techniques;
- Establishment of employee professional development goals and performance criteria;
- Investigative techniques, and implementation of employee progressive disciplinary processes;
- Use of electronic office equipment, personal computers, communications devices and software applications;
- and Problem resolution and analytical ability.
- Ability to make sound judgments;
- Park operations and organizational methods;
- Ability to speak publicly, and conduct effective meetings and trainings;
- Park policy and procedure development, and implementation;
- Strategically plan;
- Employee and visitor conflict resolution abilities;
- Budget preparation and fiscal management;
- Demonstrate effective interpersonal relationships with both park staff and Central Office staff;
- Effective develop, implement and direct comprehensive park operating plans for a variety of parks;
- Perform duties ethically and professionally;
- Motivate subordinate employees to perform to their potential;
- Interpret legal documents for practical application in park settings;
- Mediate between partners, citizen groups, and local park staff, both orally and in written form;
- Analyze and evaluate a wide variety of technical and administrative data;
- Work independently;
- Obtain and maintain a current Class D Arizona State Driver's License;
- Speak effectively in public and to the media as may be necessary;
- and Travel overnight, work holidays and weekends

## Southern Regional Operations Manager

Requires possession of and ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any required driver training (see Arizona Administrative Code R2-10-207.12.)

### SELECTIVE PREFERENCES

- 5-7 years management experience in a park, recreation area, or similar natural area, cultural, historic resource setting
- On-the-job training or practical experience in construction, repair, outdoor recreation systems, natural resource systems, park management, campground development and management, human resource management, law enforcement, and concession partnerships.
- Bachelor's degree in natural resources, parks and recreation, sciences, or a related field of study.
- Formal education, experience and training in public administration, fiscal management, public speaking and written correspondence.

To apply, go to <https://azstatejobs.azdoa.gov/ltmprod/xmlhttp/shorturl.do?key=1GK5>

All newly hired employees will be subject to the E-Verify Employment Eligibility Verification Program.

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer.

Having trouble applying for this position? Email [HRIShelpdesk@azdoa.gov](mailto:HRIShelpdesk@azdoa.gov) or call 602-542-4700 for assistance.

